



TO: All Staff
 FROM: PKF
 DATE: 1/08/2024
 RE: Payroll Schedule for 2024

Please follow the time schedule below for payroll timesheets:

| TIME SHEETS INCLUDING TIME | | | PAYDAY |
|----------------------------|--------|--|--------------|
| THROUGH | DUE BY | | |
| December 31 | 5-Jan | | January 12 |
| January 15 | 18-Jan | | January 30 |
| January 31 | 3-Feb | | February 15 |
| February 15 | 17-Feb | | February 29 |
| February 29 | 3-Mar | | March 15 |
| March 15 | 20-Mar | | March 29 |
| March 31 | 5-Apr | | April 15 |
| April 15 | 19-Apr | | April 30 |
| April 30 | 3-May | | May 15 |
| May 15 | 18-May | | May 30 |
| May 31 | 5-Jun | | June 14 |
| June 15 | 20-Jun | | June 28 |
| June 30 | 6-Jul | | July 15 |
| July 15 | 19-Jul | | July 30 |
| July 31 | 3-Aug | | August 15 |
| August 15 | 18-Aug | | August 30 |
| August 31 | 7-Sep | | September 13 |
| September 15 | 20-Sep | | September 30 |
| September 30 | 4-Oct | | October 15 |
| October 15 | 18-Oct | | October 30 |
| October 31 | 3-Nov | | November 15 |
| November 15 | 20-Nov | | November 29 |
| November 30 | 5-Dec | | December 13 |
| December 15 | 20-Dec | | December 30 |
| December 31 | 4-Jan | | January 15 |